

Appendix I

Parliamentary Procedures – The Basics

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	Is The Motion Amendable ?	What Vote is Required?
Adjourn the meeting	"I move that we adjourn."	No	Yes	No	No	Majority Vote
Recess the meeting	"I move that we recess until..."	No	Yes	No	Yes	Majority Vote
Complain about noise, room temp., etc.	"Point of privilege."	Yes	No	No(2)	No	No Vote Required (3)
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority vote
End debate	"I move the previous question."	No	Yes	Yes	Yes	Two-thirds vote
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Two-thirds vote
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded	Is The Motion Debatable	Is The Motion Amendable ?	What Vote is Required?
Object to procedure or to a personal affront	"Point of Order."	Yes	No	No	No	No vote required, chair decides
Request information	"Point of information."	If urgent, may interrupt speaker	No	No	No	No vote required No vote is
Ask for vote by actual count to verify voice vote	"I call for a division of the house."	No(5)	No	No	No	Required unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	Yes	No	No	No	Two-thirds vote
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority vote
Reconsider something already disposed of	"I move we suspend the rules and consider..."	No	Yes	Debatable if original motion is debatable	No	Majority vote
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	Two-thirds vote
Vote on a ruling by the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority in negative required to reverse chair's decision

- (1) The motions or points above are listed in established order or precedence. When any one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.
- (2) In this case, any resulting motion is debatable.
- (3) Chair decides.
- (4) The motions, points, and proposals listed above have no established order or precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in opposite chart (motion to adjourn, motion to recess, point of privilege).
- (5) But division must be called for before another motion is started.
- (6) Then majority vote is required.